



POSITION DESCRIPTION

POSITION TITLE:	Team Nurse, RN	DEPARTMENT:	General Medicine
REPORTS TO:	Nurse Manager	STATUS:	Non-Exempt
HOURS:	Full Time (40 hours/week) hours may vary; evenings and weekends may be required		

High-Quality Health Care for All

The mission of Valley Community Healthcare is to improve the health and wellbeing of our community by providing high-quality comprehensive healthcare services regardless of ability to pay.

We're in this together

Enhancing relationships with staff, businesses, foundations, and community leaders who share our vision of high-quality healthcare for all.

We're providers of patient-centered care

Empowering patients to take responsibility for, and share in, decisions regarding their health status, forming a partnership between patient and healthcare provider.

We're forward-thinking, accountable leaders

Assuring organizational viability through high standards of administrative and fiscal accountability while managing growth responsibly and strategically.

Functioning as a member of a clinical care team, the Team Nurse is responsible for providing care in assessing patient problems and needs. The Team Nurse will implement plans of care and maintain clinical documentation, educate patients on their health maintenance and prevention, and provide comprehensive care management for identified patients.

CORE JOB RESPONSIBILITIES (Essential Duties):

Clinical Care Provider

1. Adheres to the scope of practice for Registered Nurse per state regulatory guidelines.
2. Performs comprehensive triage and advice (phone and walk-in), demonstrating appropriate judgment and skills to be able to make independent clinical decisions in routine patient care matters.
3. Provides immediate response for urgent triage (includes phone) and codes within the facility.

4. Performs nurse visits under the direction of Provider(s), including but not limited to: immunizations, PPD placement and reading, weight checks, BP checks, wound care, dressing changes, covid testing, covid vaccines, cognitive assessments, and ear lavages.
5. Identifies significant clinical findings, makes conclusions, and intervenes appropriately.
6. Implements providers' orders accurately and promptly, using nursing judgment.
7. Demonstrates knowledge of therapeutic action, side effects, and interaction of medications.

Care Manager

1. Collaborates with providers and care team staff to identify and monitor appropriate patients for care management.
2. Efficiently and accurately follows care management protocols for patients with chronic disease(s) and/or multiple medical problems, including ordering appropriate tests, referrals and immunizations.
3. Acts as a comprehensive care coordinator for assigned patients, assessing patients' needs and facilitating communication amongst other providers.
4. Performs comprehensive assessment of physical, emotional, psychosocial, and environmental needs for patients.
5. Participates in development of patients' goals and care plans as well as makes revisions to these based on changes in patient status.
6. Tracks and provides appropriate follow up for patients seen in the emergency room or hospitalized per protocols.

Patient Educator

1. Provides individual patient education on topics including but not limited to: medication use; management of asthma, diabetes, obesity, and other chronic conditions; and infant nutrition/breastfeeding.
2. Develops, organizes, and plans the execution of health educational programs based on our health care guidelines to promote health maintenance, prevention of chronic disease, and prevention of complications of chronic diseases.

Other

1. Performs appropriate documentation to maintain the standards set by VCH and nursing practice.
2. Assists in training of medical assistants and LVNs and assists in skill assessments.
3. Promotes the level of clinical expertise required of staff to provide safe, high quality nursing care.
4. Participates in health center and department quality improvement activities.
5. Able to understand and follow a risk management protocol and assists the health center in mitigating risk of adverse events.
6. Responsible for reporting known and suspected patient abuse (physical, emotional, and sexual) per VCH policy and procedures.
7. Assumes responsibility for maintaining compliance according to federal and state regulations and VCH policies and procedures.
8. Remains flexible and responsive when changes occur in patient activity and workload.
9. Utilizes material, equipment, and time in a safe, beneficial and cost effective manner.
10. Communicates information effectively both verbally and in writing.
11. Organizes workload to complete responsibilities in an appropriate and timely manner.

12. Participates in audits and infection control as required by the health center, which may include being designated as an emergency responder to codes, hazardous substance releases, or spills.
13. Provide monthly/quarterly/annual reports to the CMO, DON, and/or QI Coordinator regarding clients served and outcomes as requested.
14. Maintain confidentiality and complies with HIPAA and compliance mandates at all times.
15. Attends and participates in meetings, committees, and training sessions as directed by DON or Nurse Manager.
16. Performs other duties as assigned by the DON or Nurse Manager.

Reports to:

- Nurse Manager

Direct Reports:

- None

Physical and Mental Conditions:

- These physical and mental demands are representative of the physical and mental requirements necessary for an employee to successfully perform the major duties and responsibilities of this position. Reasonable accommodation can be made to enable people with disabilities to perform the described major duties and responsibilities.

Physical Conditions:

- Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; travel as needed; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment shared with other employees; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write notes, treatment plan comments, track records, reports; and drive between all VCH locations; reliable transportation and care insurance as required by the state.

Mental Conditions:

- Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

Access to Protected Health Information:

- This position will require access to PHI in accordance with all state and federal laws.
- *Disclaimer: This position description indicates in general terms the type and level of work performed and responsibilities held by the employee(s) occupying this position. Duties described are not to be interpreted as an exhaustive list of all responsibilities. Employee(s) will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

SUPPORTING JOB RESPONSIBILITIES:

- Attend and lead meetings, team huddles, and assigned trainings.
- Attend and actively participate in board of director meetings.
- Other duties as assigned.

POSITION REQUIREMENTS:

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

Qualification Requirements:

- Current and valid California RN License.
- Associate or Bachelor's degree.
- Current BLS card from the American Heart Association.
- Current and valid California Driver's License with current car insurance.
- Bilingual (Spanish/English) ability to communicate effectively orally and in writing.
- At least one-year experience working as a nurse preferably in an ambulatory care setting preferred
- Knowledge of regulations governing community clinics.
- Care management experience preferred.
- Experience developing and implementing educational programs preferred.
- Good interpersonal skills.
- Experience in working with patients and staff from diverse socio-economic, ethnic and cultural backgrounds preferred.

Customer Service: Treats customers, patients, co-workers, and others with respect and trust. Is able to work effectively by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables, and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; addressing others by name, title, or other respectful identifiers; and respecting the diversity of our workforce in actions, words, and deeds. It is the responsibility of every employee to report any patient safety concern to their immediate supervisor without fear of reprisal. VCH policy of non-retaliation protects employees who report patient safety concerns.

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**